



# MERIT PROMOTION JOB OPPORTUNITY

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**Announcement Number:** 08-575  
**Position Title:** Supervisory Distribution Facilities Specialist  
**Series and Grade:** PG-2030-11  
**Salary Range:** \$58,206 – \$75,669 PA  
**Promotion Potential:** None  
**Opening Date:** 05/06/2008  
**Closing Date:** 05/19/2008  
**Location of Position:** Plant Operations, Quality Control & Inventory Management Department, Supply Chain Management Division, Warehouse Operations Branch, Paper Warehouse Section, Washington, DC  
**Number of Openings:** One  
**Type of Appointment:** Temporary (NTE 1 year)  
**Work Schedule:** Full-time, Shift 1, 7:30 a.m. – 4:00 p.m.  
**Who May Apply:** Permanent GPO Employees Only

## **MAJOR DUTIES:**

The incumbent is responsible for directing and managing the Paper Warehouse Section and all related activities such as the warehousing and distribution of bulk and less than bulk materials and supplies, inventory control and accountability, and provides logistical support to meet production needs. Maintains continuous communication with the Production Department Foreperson on special programs with the responsibility for receiving and determining the demands priorities of the day-to-day operations. Ensures that material handling equipment is periodically inspected and maintained for safety. Maintains records of individual assignments and all special requirements. Evaluates resources and recommends changes in utilization, replacement, or acquisitions of equipment and adoption of new operating procedures to improve productivity, safety and/or security. Performs a full range of supervisory duties to include planning, directing and integrating the efforts of subordinate staff, evaluating performance, receiving and resolving grievances, and taking corrective actions when necessary. Performs other related duties as assigned.

## **QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience equivalent to at least the PG-09 level. Examples of specialized experience include: Managing the receipt, storage, and distribution of materials and supplies, evaluating and analyzing facts in order to make effective recommendations, and maintaining inventory records. All qualifications and time-in-grade requirements must be met by the closing date of this announcement.

**Note 1:** Selectee may be subject to serving a one (1) year probationary period as prescribed by GPO Instruction 610.9A, "Probationary Period for Newly Appointed Managers and Supervisors."

**Note 2:** This position is temporary NTE 1 year. Should this position become permanently vacated by the current incumbent, the selectee under this announcement may become permanent without further competition in this position.

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, abilities and (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

**Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Knowledge of the techniques used to manage the physical receipt, storage, and distribution of materials and supplies.
2. Ability to assemble, correlate, and analyze facts to effectively convey findings and make recommendations.
3. Ability to plan, schedule, and coordinate work.
4. Ability to communicate orally and/or in writing.
5. Ability to apply GPO rules concerning conduct, safety, leave, and other personnel administrative functions.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

**STEP 3:** Prepare separate narrative responses to each of the KSAs listed in this announcement.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement.** Due to delays in processing mail, you are encouraged

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**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov) (Please include announcement number in subject line and attach documents in Word or PDF format).

**For Additional Information Please Contact:**

HR Consulting Services  
Human Capital Department  
Aisha L. Maxwell  
Phone: (202) 512-2066  
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**